

## REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

### IN-HOUSE VACANCY ANNOUNCEMENT

05/25/04

Does not confer to Civil Service Status

POSITION: **Regional Resource & Referral Director**

ANNOUNCEMENT# **SP 68-04**

NF-1702-03

Salary: Negotiable

LOCATION: MWR Dept, CDP & Youth/NSA  
Norfolk, VA 23511

CLOSING DATE: Open until filled

**AREA OF CONSIDERATION:** All MWR Employees, Region wide

(1) Position, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Responsible for planning, developing, organizing, implementing and assessing the effectiveness of all aspects of the CCRRP. Ensures the program facilitates the identification of child-care services, evaluation of patron requirements, parent education and assistance, and subsequent acquisition of care consistent with patron needs. Serves as the primary local point of contact (POC) for parents/guardians for information about military and civilian child care services in the region. Incumbent is responsible for conducting assessments of family needs, identifying resources that will satisfy those needs, and providing ongoing consultation and education to patrons. Meets with military members and/or spouses to assist in locating child care services and establishes, maintains and updates a comprehensive library of information and materials on child care related issues for distribution to parents. Establishes and maintains a comprehensive resource file of existing state licensed and military certified child care programs, and a wide variety of alternate child care services such as a parent co-ops, nanny services, day camps and local government programs. Maintains a consolidated waiting list for the local regional child/youth program to include all CDC's, SAC's and CDH's, and oversees the daily delivery of services. Develops and maintains operating instructions on 1) conducting and tracking parent consultation, 2) maintaining and updating resource materials, files and records, 3) networking within the community to maximize availability of resources, 4) providing direct referral assistance to parents, 5) providing information on space available at Child Development Centers (CDC), Child Development Homes (CDH) and School Age Care (SAC) programs, 6) maintaining contact with parents until satisfactory care has been secured, 7) handling complaints and grievances, 8) promoting the Mid-Atlantic Regional Child Development Program throughout the military community, and 9) maintaining an administrative systems for the CCRRP that enables provision of services and assessment of program effectiveness. Develops and maintains computerized database of all waiting list information, center based child-care services, CDH Providers and CDP utilization. Ensures that accurate database information and written records are maintained on each family served. Attends CDP staff meetings and provides status reports and information as requested. Responsible for the development of all publicity materials used to implement and market all regional child development programs. Performs other related duties as assigned.

**QUALIFICATIONS:** Bachelor's degree in child development or related subject preferred, but may be substituted by a minimum of three years of full-time work experience with programs involving child development or family dynamics, including analysis of information and counsel to parents on child care programs, and demonstrated supervisory skills, with a minimum six months of successful performance in a leader or supervisory role. Must possess knowledge of local military and civilian child care resources. Must possess demonstrated knowledge of DON CDP regulations, procedures and standards. Ability to key with the skill of a qualified typist. Demonstrated knowledge of word processing, spreadsheet and data base software, Microsoft Office strongly preferred. Knowledge of Child and Youth Management System (CYMS) strongly preferred. Ability to develop, maintain and present accurate reports and records, and to produce memoranda, instructions and documents meeting Navy correspondence manual requirements. Must possess analytical skills to assess individual needs, evaluate data, and generate solutions. Must possess skill in public relations or marketing to promote programs. Excellent written and verbal communication skills required, with the ability to make presentations on all aspects of the program to all levels of chain of command personnel.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**-VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOB Line: 440-JOB (5627)